

THE COMMONWEALTH OF MASSACHUSETTS

City or Town

OFFICE OF THE COLLECTOR OF TAXES

I, _____, Collector of Taxes for the City/Town of

_____ in the County of _____, hereby; make affidavit that on

_____, 20____, I sent notice of the amount of his tax to each person assessed whose name appears on the

list of 20____. _____ Taxes

(Real Estate/Personal Property/Motor Vehicle Excise, etc.)

committed to the Collector of Taxes by the Board of Assessors with a warrant dated _____, 20____.

Each such notice was sent by mail postpaid, directed to the town where the assessed person resided on January 1,

20____, or, if such person resided in a city, directed, if possible, to the street and number of his residence.

Collector of Taxes

for the City/Town of _____

THE COMMONWEALTH OF MASSACHUSETTS

_____, SS

_____, 20____

Then personally appeared before me the above-named _____, Collector of Taxes, and
made oath that the foregoing affidavit by him/her is true._____
Notary Public/Justice of the Peace

My commission expires _____, 20____.

COLLECTOR: COMPLETE ONLY ON DOR COPY

Type of Bill:

_____ Preliminary

_____ Actual

Payment System;

_____ Quarterly

_____ Semi-Annual

Payment Due Dates(s):

See Reverse Side for Instructions

(Revised 5/91)

GENERAL INSTRUCTIONS - AFFIDAVIT AS TO TIME OF SENDING TAX BILLS

The “affidavit as to time of sending tax bills” (state tax form 214) is a document prepared by the collector certifying the date tax bills were mailed and is prima facie evidence that the bills were mailed on that date.

It is strongly recommended that the collector prepare a separate affidavit of mailing for each property tax or excise bill mailing.

The original affidavit should be stamped, or in some manner authenticated, by the post office receiving the tax bills and should be notarized. The original affidavit should then be filed with the city or town clerk, with a copy retained for the collector’s records.

For FY2005, there is no requirement to send this document to the Bureau of Accounts.